

**OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE,
MANDYA**

RE - TENDER NOTIFICATION

DATED:07.11.2024

<https://mandya.dcourts.gov.in>

Sub: Calling for Re-Tenders to the photocopier services of Eleven (11) copier machines (Machine services only) for the use of Trial Courts in Mandya unit.

Ref: 1.The Hon'ble High Court of Karnataka, Bengaluru Ltr. no. HCC No. 52/2023 Dated 02.05.2024.
2.KTTP Act 1999 and Amended KTTP Act 2000.
3.Office Notes and Orders passed thereon 07.11.2024.

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Sealed tenders are invited from the eligible firms/agencies/ Operators (preferably local) for installation of their own new Eleven (11) Copier Machines, (Machine Service only) on cost/rate per page basis through outsource method on OPEX Model, valid for one year from 2024-2025 for preparing photocopying of the Judicial records including Orders, judgments, IAs, evidences and exhibits etc., of the Courts in Mandya unit as mentioned below, subject to terms and conditions stipulated here under, as per permission accorded by the Hon'ble High Court of Karnataka, Bengaluru vide letter No.HCC.No.52/2023, Dated:02.05.2024.

Eleven (11) Copier Machines required to be installed in the Courts of Mandya unit is as per below

Sl. No.	Name of the Courts in Mandya Unit	Quantities
1	Prl. District and Sessions Court, Mandya	02
2	3 rd Addl. District and Sessions Court, S.R.Patna	01
3	Prl. Senior Civil Judge and CJM Court, Mandya	01
4	Prl. Senior Civil Judge and JMFC, S.R.Patna	01
5	Senior Civil Judge Court, Maddur	01
6	Senior Civil Judge and JMFC Court, K.R.Pete	01
7	Prl. Civil Judge and JMFC Court, Maddur	01

8	Prl. Civil Judge and JMFC Court, Malvalli	01
9	Prl. Civil Judge and JMFC Court, K.R.Pete	01
10	Prl. Civil Judge and JMFC Court, Pandavapura	01

Terms and Conditions:-

- 1) The tenders should be agency/firm/organization with a track record of having provided photo copier services (Machine service only).
- 2) The tenders should furnished valid registration certificate and relevant business certificates which is recognized by authorities.
- 3) The tenders should not have been black listed by any state/ Central Government/any other PSU, as on the date of its proposal. The agency/firm/Organization that are in litigation will not be legible to participate in this tender. An undertaking to that effect should be submitted.
- 4) The Vendor/tender has to install his/its own good conditioned environment friendly and heavy duty Xerox machines. The service provider shall use non-carcinogenic and non-harmful ink/cartridge/toner and the machine should be free from radiation hazards. The Photo copier machine should capable of printing on both sides of the sheet, specifically on auto feed mode. The said Copier Machines have to be installed in the designated location/branches of the concerned Court. The installation cost, maintenance, damage due to rat bite/power flucation/short circuit or under any unforeseen circumstances and the consumables cost required for the said machines has to borne by the vendor only.
- 5) The electricity, space and required copier sheets will be supplied for the copying purpose by the Court/ Establishment concerned.
- 6) Down time of the Copier Machine should be NIL during working days.
- 7) In case of major repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time on his own cost.
- 8) The Copies that are to be prepared are invariably mixture of A4, A3 and Legal Size, as required.

- 9) Manual to operate should be provided for every copier Machines and supplier contact number and E-Mail ID should be posted on machine.
- 10) The installer has to analyses/inspect the overall performance of the copier machines on monthly.
- 11) The Copier Machine shall have the auto feeding, saving in various digital formats, zooming facility in order to increase or decrease the size of the copies and other basic capabilities.
- 12) Payment will be made periodically on receipt of necessary particulars by the vendor on monthly basis out of the allotment available in the Court for the said purpose.
- 13) The copies those are to be generated by the copier machine shall be eligible and very clear.
- 14) The party shall not sub-let the installation of copying machines to any third parties carrying out copier related work without prior permission of the lessor.
- 15) The party shall maintain premises in a clear and hygienic manner without causing any nuisance or considerable disturbance of any kind in the vicinity.
- 16) The vendor has to deposit an Earnest Money Rs.10,000-00 by way of Demand Draft in the name of the Prl. District and Sessions Judge, Mandya which is returnable upon completion of procurement process.
- 17) Successful bidder has to enter into Service Level Agreement as per the above mentioned terms and conditions before installation of the copier machines and submit performance Bank Guarantee of 5% of the established copying output per copier machine for a year.
- 18) 142000 will be the rough estimated copies per annum for per Copier Machine. However, Court will not make any minimum commitment of pages for any Copier machine.
- 19) Finalized price per page for copying will be treated as rate contract initially for one year and expendable beyond the said duration, if Court concerned finds work and service of the

Vendor is satisfactory for a further period which is agreeable to the Court concerned.

- 20) Prl. District and Sessions Judge, Mandya is not binding to accept the lowest proposal or any proposal and reserves the right to cancel the entire tender process without assigning any reason or reject the service at any point of time, if the proposed service is not satisfactory.
- 21) The work service of printing/copying of the court documents by providing machine will be on credit basis and on delivery of service on monthly basis. The payment will be made by this office after receiving the funds by the Hon'ble High Court/Government, due to other reason if any delay in making payment by this office, the tender should bear such delay until payment will be made.
- 22) If the Prl. District and Sessions Judge., Mandya notices any fault/Discrepancies on the work service, the payment would be withhold till the rectification and that in the event o non fulfillment of any terms or whole of the contract, there is forfeiture of EMD amount and security deposit, deposited by the tender without any notice and that the contract would be canceled.
- 23) All the output of copies should be clear and clear and vendor shall Grantee/maintain acceptable level of copy quality through out contractual period.
- 24) The proposal without the relevant documents will be treated as in eligible. The Firm/Agency/operators who will abide by the above terms and conditions any submit the tenders in a sealed cover addressed to the Prl. District and Sessions Judge, Mandya with super scribing on the cover as "Tender for installation of copier Machines in the Courts of Mandya unit", so as to reach the office by **5.00 pm** on **09.12.2024** and the sealed tender will be opened on **11.12.2024** at **5.00 pm** in the chamber of the Prl. District and Sessions Judge, Mandya. The tender documents can be downloaded from the Mandya Judiciary Website **<https://mandya.dcourts.gov.in>**.

BhM
07/11/24
Prl. District & Sessions Court,
Mandya. *6*

Copy to:-

1. The Registrar General, Hon'ble High Court of Karnataka, Bangalore with a covering letter.
2. The Prl. City Civil & Sessions Judge, Bangalore, Prl. District & Sessions Judge, Bangalore Rural District, Mysuru, Ramanagara, Madikeri, Hasana, Tumkuru, Chamarajanagara, Kolar, Shimoga, Kalburgi, Rarachuru, Yadagiri, Koppala, Ballari, Bagalakote, Gadag, Dharawad, Mangaluru, with a request to display this Notification in their Notice Board.
3. All the Courts in Manday District, DLSA of Mandya District, with an information of display in Notice Board of respective Courts.
4. The Deputy Commissioner, Mandya, for publication of the Tender Notification in the next Tender Bulletin and to display in the Notice Board of said office.
5. The Superintendent of Police, Mandya.
6. The Assistant Commissioner, Mandya to display in the notice Board of said Office.
7. The Tahashildar Manday to display in the notice Board of said office.
8. The information Officer, Department of information and Publicity, Mandya to give wide publicity at free of cost.

Copy to the following for information and necessary action:-

9. The Directorate, Department of Information and Publicity No. 17 Vartha Soudha, Infantry Road, Bengaluru, requesting for publication of the same in two widely circulated daily news paper, each of Kannada & English language for wide publication.
10. The Chief Executive Officer, Z.P., Mandya.
11. The Commissioner, Municipality, Manday.
12. The Executive Engineer, PWD, Mandya.
13. Software Technician, The District & Sessions Court, Mandya for Web-hosting and to send E-mail to the Courts mentioned in Sl.No.2 & 3 above.
14. Court Notice Board of this Office.

TENDER FORM

To,

The Prl. District and Sessions Judge,
Mandya.

Tender for the procurement to the services of Copier machines in view
of Tender Notification Dated: _____ 2024.

1	Name and Address of the Tender	
2	License Registration No. and GST Registration No. issued by the Government (Copy of the Order to be enclosed)	
3	Name and Designation of the Firm	
4	Particulars of DD for EMD	

Sl. No.	Name of the services	Quantity	By providing machine service only (Copying cost per page)
1	Service of Copier Machines	11	

DECLARATION

I,the designated authority of the firm do hereby declare that, I have read all the terms and conditions as mentioned under the Tender Notification and Tender documents and to hereby undertake to bind by the said terms and conditions.

Further, I undertake abide by the rules and regulations and Karnataka Transparency in Public Procurement Act.

Signature of the authority
of the firm with seal.